

7/20/2005

4:52 PM

CFS G/L MONTH-END CLOSING SCHEDULE

AUGUST 2005 – Revised 7/15/05

CLARIFICATION of this Closing Information and WHAT is actually closing:

- The CAMS system is **NOT** “going down” and “restricting” users from access. This memo refers to the CFS General Ledger period (the CFS G/L Month) that is no longer open & available for module transaction activity to hit *that particular G/L period*.
 - Module transaction activity can be processed after a specific G/L period is closed; the transaction activity will post to the next G/L period/month. Quarterly & Year-end, this schedule is extremely important for transactions to post to the current G/L period.

TIER “ONE” CFS Module Closing

The following modules, “Tier ONE”, will be placed in “PRELIMINARY” close for the **August 2005 General Ledger** (*CLOSED for August 2005 activity*):

BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)

NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.

PR – Purchase Requisitions (Commitments)

PO – Purchase Orders (Obligations, etc.)

AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

AR – Accounts Receivable

On **WEDNESDAY, August 31, 2005**, at **8:00 AM EST**.

After 8:00 AM EST, the modules mentioned above, “Tier ONE,” may begin working on September 2005 transactions; GL End Date ‘31-AUG-2005’ will no longer be available for input.

TIER “TWO” CFS Module Closing

The following modules, “Tier TWO”, will be placed in “PRELIMINARY” close for the **August 2005 General Ledger** (*CLOSED for AUGUST 2005 activity*):

ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)

The Cost Accumulation Over/Under (CA O/U) process will be begin @ 8:05 am EST on Wednesday, August 31, and is expected to take approximately 6 hours to complete.

GJ – General Journal (GJs and Labor, etc.)

GL – General Ledger

On **Wednesday, August 31, 2005**, at **“Time to Be Determined” EST** (*Estimated, depending on CA O/U process and other month-end activities completion*).

NOTE: Between 8:00 AM EST on Wednesday, August 31 until the August G/L Month is closed, the modules mentioned above, “Tier TWO,” must **NOT** enter ANY transactions while August 2005 is still open. **ONLY after** August 2005 is closed may “Tier TWO” modules mentioned above begin working on September 2005 transactions.

SPECIAL INSTRUCTIONS:

- **Summary Level Transfer (SLT) and Labor Processing (GJs and Cost Adjustments):**
 - Please do **NOT** approve **ANY** SLTs or Labor Transactions **after COB Monday, August 29, until after the August 2005 G/L Period is closed**. Any approved SLTs after this cutoff will not hit the current GL period, but will hit a future GL period.
 - These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.
- **CA Surcharges:**
 - Please have the CA Surcharges processed **prior to the “Tier ONE” closing**.

DATA WAREHOUSE reports and/or CFS Production reports will NOT have complete month-end data until the morning after month-end closing of the last Tier for CFS modules. Clientservices will email all DW users of complete month-end data availability in the DW as well as the Preliminary Close of the G/L period.

DATA WAREHOUSE Snapshot & Refresh Process:

Please revise the schedule of the DW Snapshot and Refresh process for Wednesday, **August 31, 2005**, to start the process **at 9:00 PM EST** instead of 11:00 PM EST on that day. Thank you.

Please pass this information along to end users in your area or any others you think may be interested.